

**MAYOR AND COUNCIL OF THE BOROUGH OF LAKEHURST**  
**LAKEHURST, NEW JERSEY**

**REORGANIZATION MEETING, MONDAY, JANUARY 1, 2018**

**PLACE: LAKEHURST COMMUNITY CENTER**

**MUNICIPAL GOVERNING BODY MEMBERS:**

**HARRY ROBBINS, MAYOR**  
**JAMES DAVIS, COUNCILMAN**  
**PATRICIA HODGES, COUNCILWOMAN**  
**GARY LOWE, COUNCILMAN**  
**ROBERT MCCARTHY, COUNCILMAN**  
**STEVEN OGLESBY, COUNCILMAN**

1. MEETING OPENED AT \_\_\_\_\_ BY \_\_\_\_\_.
2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE.
3. PUBLIC MEETINGS STATEMENT READ BY CLERK DUGAN:

"IN COMPLIANCE WITH N.J.S.A. 10:4, OPEN PUBLIC MEETINGS ACT, NOTICE WAS GIVEN TO TWO NEWSPAPERS, AND POSTED, THAT THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL IS SCHEDULED FOR THE FIRST DAY OF JANUARY, 2018 TO BEGIN AT THE HOUR OF 12 NOON AT THE LAKEHURST COMMUNITY CENTER, 207 CENTER STREET, LAKEHURST, NEW JERSEY, AT WHICH TIME, THE BUSINESS OF THE BOROUGH WILL BE CONDUCTED."

MUNICIPAL CLERK DUGAN READS STATEMENT OF BOARD OF COUNTY CANVASSERS DETERMINING WINNERS OF 2017 GENERAL ELECTION:

ATTORNEY SEAN GERTNER ADMINISTERS THE OATH OF OFFICE TO:

PATRICIA HODGES

ROBERT MCCARTHY

ATTORNEY SEAN GERTNER ADMINISTERS THE OATH OF OFFICE TO ADMINISTRATOR STEPHEN CHILDERS:

4. ROLL CALL:

COUNCILMAN DAVIS

COUNCILMAN MCCARTHY

COUNCILWOMAN HODGES

COUNCILMAN OGLESBY

COUNCILMAN LOWE

MAYOR HARRY ROBBINS

5. ANNOUNCEMENT OF 2017 HOLIDAY LIGHTING CONTEST WINNERS:

6. REVIEW OF REORGANIZATION MEETING AGENDA:

7. PUBLIC COMMENT ON AGENDA ITEMS:

Time opened: \_\_\_\_\_

Time closed: \_\_\_\_\_

8. CONSENT AGENDA:

All matters to be considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items. If any discussion is desired by Council, that particular item will be removed from the Consent Agenda and will be considered separately.

A. RESOLUTIONS:

1. Resolution re: Appointment of Borough Officials
2. Resolution re: Appointment of Borough Attorney
3. Resolution re: Appointment of Danny Hourigan as OEM Coordinator
4. Resolution re: Appointment of Borough Prosecutor
5. Resolution re: Appointment of Borough Public Defender
6. Resolution re: Appointment of Conflict Public Defender
7. Resolution re: Appointment of Borough Auditor
8. Resolution re: Appointment of Bond Counsel
9. Resolution re: Appointment of Hearing Officer
10. Resolution re: Appointment of Labor Counsel
11. Resolution re: Appointment of Conflict Tax Appeal Counsel
12. Resolution re: Appointment of Counsel for ABC Matters
13. Resolution re: Official Newspaper of Borough
14. Resolution re: Official Borough Depositories
15. Resolution re: Mayor's Signature Stamp
16. Resolution re: 2018 Schedule of Meetings
17. Resolution re: Interest on Delinquent Taxes
18. Resolution re: Interest on Delinquent Utility

19. Resolution re: Routine Payments
20. Resolution re: Temporary Budget (Current Fund)
21. Resolution re: Temporary Budget (Utility Fund)
22. Resolution re: Tax Appeals
23. Resolution re: Cash Management Plan
24. Resolution re: Appointment of Land Use Board Members
25. Resolution re: Appoint Councilman Oglesby as Class III Land Use Board Member
26. Resolution re: Community Development Block Grant Representative & Alternate
27. Resolution re: Penalty for Delinquent Taxpayers over \$10,000
28. Resolution re: Appointment of Borough Photographer
29. Resolution re: Local Emergency Planning Committee Members
30. Resolution re: Petty Cash Fund
31. Resolution re: Electronic Transfer of Funds
32. Resolution re: Use of Procurement Card for Staples Purchases
33. Resolution re: Use of Procurement Card for Home Depot Purchases
34. Resolution re: Use of Procurement Card for Lowe's Purchases
35. Resolution re: Vendor Account for Lakehurst Hardware and Lawnmower Purchases
36. Resolution re: Vendor Account for Sandy's Cozy Corner
37. Resolution re: Vendor Account for Italy's Best
38. Resolution re: Vendor Account for Phillips 76 gasoline station
39. Resolution re: Appointment of Michael Martin as Fire Official
40. Resolution re: Schedule C Agreement

B. CORRESPONDENCE:

C. ORDINANCES APPROVED ON FIRST READING:

D. APPLICATIONS (GRANTS, ETC.):

E. APPOINTMENTS TO BOARDS/COMMITTEES:

F. HIRING (APPROVAL)/PROMOTIONS (APPROVAL):

G. RESIGNATIONS:

H. REQUISITIONS APPROVAL:

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

To approve consent agenda. Roll call vote.

9. ORDINANCES NOT ON CONSENT AGENDA:

10. RESOLUTIONS NOT ON CONSENT AGENDA:

RESOLUTION APPOINTING COUNCIL PRESIDENT:

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
To appoint \_\_\_\_\_ as Council President. Roll call vote.

11. UNFINISHED BUSINESS:

12. NEW BUSINESS:

13. COMMITTEE/COUNCIL REPORTS:

14. MAYOR COMMENTS:

Mayor Robbins announces committee appointments.

15. COMMENTS FROM PUBLIC:

Time opened: \_\_\_\_\_

Time closed: \_\_\_\_\_

16. ADJOURNMENT:

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
To adjourn meeting. Roll call vote. Time: \_\_\_\_\_

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Borough Council may provide for the election of a Council President, **and**

**WHEREAS**, the Council wishes to elect \_\_\_\_\_ as its Council President for 2015,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that \_\_\_\_\_ is hereby elected council president for 2018.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved at the meeting of January 1, 2018.**

\_\_\_\_\_  
**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, it is necessary to make appointments to various municipal offices, many of which are collateral duties for full-time Borough employees,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following appointments are hereby made:

|                                    |                  |
|------------------------------------|------------------|
| Tax Search Officer:                | John Antonides   |
| Assessment Search Officer:         | Bernadette Dugan |
| Class II Planning Board Member:    | Bryan LeVance    |
| Public Agency Compliance Officer:  | Stephen Childers |
| JIF Fund Commissioner:             | Bernadette Dugan |
| JIF Fund Commissioner (Alternate): | Maryanne Capasso |
| Deputy Emergency Management Co.:   | Bernadette Dugan |
| Deputy Emergency Management Co.:   | David Sumner     |
| Master Composter:                  | Andrew Hodges    |

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, Ordinance #10-02 permits the appointment of a municipal attorney as a salaried employee, **and**

**WHEREAS**, the governing body is desirous of hiring Sean Gertner, Esquire as the municipal attorney,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Sean Gertner, Esquire is hereby appointed as the municipal attorney at an annual salary of \$22,961.06, **and**

**BE IT FURTHER RESOLVED**, he is hereby additionally appointed Department Head of the legal section of the Administrative Department at an annual salary of \$10,906.51, effective January 1, 2018.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the term of appointment for the Emergency Management Coordinator is three years, **and**

**WHEREAS**, the Governing Body is desirous of appointing Danny Hourigan as Emergency Management Coordinator.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Danny Hourigan is hereby appointed as Emergency Management Coordinator for a three year term, ending December 31, 2020 at a salary of \$2,180.16 per annum.

**I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the need exists for the appointment of a Municipal Prosecutor, **and**

**WHEREAS**, the governing body is desirous of appointing Gregory McGuckin, Esquire.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Gregory McGuckin, Esquire is hereby appointed Municipal Prosecutor for 2018 at a salary of \$16,351.13; **and**

**BE IT FURTHER RESOLVED** that Christopher Dasti, Esquire is hereby appointed as an alternate prosecutor in the absence of Gregory McGuckin at no salary.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the need exists for the appointment of a Municipal Public Defender,  
**and**

**WHEREAS**, the governing body is desirous of appointing Kenneth Palmer,  
Esquire.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the  
Borough of Lakehurst, County of Ocean, State of New Jersey that Kenneth Palmer is  
hereby appointed as Municipal Public Defender for 2018 at a salary of \$375 per session  
per month in amount not to exceed \$4,905.33.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of  
Ocean, State of New Jersey, do hereby certify that the above resolution was  
approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, there exists a need for the appointment of a conflict Borough Public Defender, **and**

**WHEREAS**, the funds are available for this purpose;

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

That Brian Rumpf, Esq., 11 Leifried Lane, Tuckerton, New Jersey 08087 is appointed as conflict Borough Public Defender for 2018 at a rate of \$300.00 per session not to exceed \$1,500.00, subject to full appropriation in 2018 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services: under the provisions of the Local Public Contracts Law because the above named individual is highly experienced in his specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-  
COMPETITIVE CONTRACT FOR MUNICIPAL AUDITOR  
JANUARY 1, 2018**

**WHEREAS**, the Borough of Lakehurst has a need to acquire the services of an auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, **and**

**WHEREAS**, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500, **and**

**WHEREAS**, the anticipated term of this contract is one (1) year, **and**

**WHEREAS**, Rodney Haines of the firm Holman, Frenia, Allison, P.C. has submitted a proposal December 14, 2017 indicating they will provide the municipal auditing services, which include preparation of the 2017 Municipal Audit and Single Audit Services, if necessary, in an amount not to exceed \$ 30,100.00, **and**

**WHEREAS**, Holman, Frenia, Allison, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Holman, Frenia, Allison, P.C. has not made any reportable contributions to a political or candidate committee in the Borough of Lakehurst in the previous one year, and that the contract will prohibit Holman, Frenia, Allison, P.C. from making any reportable contributions through the term of the contract, **and**

**WHEREAS**, this award is subject to full appropriation in the 2018 municipal budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Mayor Harry Robbins, or his designee enter into a contract with Holman, Frenia, Allison, P.C. as described herein, **and**

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution, **and**

**BE IT FURTHER RESOLVED** that notice of award of this contract shall be published in the official newspaper of the Borough.

**I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2016**

**WHEREAS**, there exists a need for specialized legal services in connection with the authorization and the issuance of bonds and other obligations and other matters relating to capital financing by the Borough of Lakehurst, County of Ocean, New Jersey (herein the “Borough”); **and**

**WHEREAS**, such specialized legal services can be provided only by a recognized Bond Counsel firm, and the law firm of McLaughlin, Stauffer & Shaklee, P.C., Wall, New Jersey, are so recognized by the financial community; **and**

**WHEREAS**, the services to be performed are “professional services” as defined in the Local Public Contracts Law, (N.J.S.A. 40A:11-2(6)), and therefore are excepted from the Local Public Contracts Law requirements for competitive bidding, pursuant to N.J.S.A. 40A:11-5(1) (a) (i); **and**

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1) (a) (i), requires the public advertisement of notice with respect to contracts for professional services awarded without competitive bids; **and**

**WHEREAS**, funds are or will be available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey as follows:

1. That the Borough Council hereby appoints the firm of McLaughlin, Stauffer and Shaklee, L.L.C., Attorneys at Law, Wall, New Jersey, to serve as Bond Counsel to the Borough in connection with the financing of capital projects, and awards the contract which is annexed hereto and made a part hereof (the “Contract”), in accordance with N.J.S.A. 40A:11-1 et seq.
2. That the Mayor or other appropriate official of the Borough, on behalf of the Borough, is hereby authorized and directed to execute the Contract and the Clerk is hereby authorized and directed to attest to the execution of said Contract for professional services in connection with the preparation of all bond ordinances and the authorization and issuance of all bonds, bond anticipation notes, tax anticipation notes or similar obligations and related matters of capital and debt financing by the Borough.
3. That no appropriation of funds is required at this time, payment coming from the proceeds of the sale of bonds, bond anticipation notes and tax anticipation notes or similar obligations or from capital authorizations or other appropriate budgeted items in accordance with the attached Contract.

4. That this Contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1) (a) (i), because legal services are a recognized profession licensed and regulated by law.
5. That a notice in accordance with this resolution and the Local Public Contracts Law, shall be published in the official newspaper or newspapers of the Borough.
6. That an executed copy of the Contract and a copy of this resolution shall be filed in the Office of the Clerk and be available there for public inspection in accordance with law.
7. That this resolution shall take effect immediately.

#### **CLERK'S CERTIFICATE**

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, in the County of Ocean, New Jersey do hereby certify that annexed hereto is a true and complete copy of a resolution adopted by the Borough Council of the Borough of Lakehurst at a duly convened meeting held on January 1, 2016. Said resolution has not been amended or repealed and remains in full force and effect on this date.

In Witness Whereof, I hereunto set my hand and affix the corporate seal of said Borough as of this \_\_\_\_\_, 2016.

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Bernadette Dugan, RMC/CPM  
Municipal Clerk

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, there exists a need for the appointment of a hearing officer for personnel matters, **and**

**WHEREAS**, the funds are available for this purpose;

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

That Jean Cipriani, Esq. of the firm of Gilmore and Monahan, 10 Allen Street, Toms River, New Jersey is appointed as hearing officer for personnel matters for 2017 at a rate of \$150.00 per hour not to exceed \$12,500.00, subject to full appropriation in 2018 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services: under the provisions of the Local Public Contracts Law because the above named individual is highly experienced in her specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-  
COMPETITIVE CONTRACT FOR LABOR COUNSEL SERVICES  
JANUARY 1, 2018**

**WHEREAS**, the Borough of Lakehurst has a need to acquire the services of a labor relations counsel as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, **and**

**WHEREAS**, the Municipal Clerk has determined and certified in writing that the value of the acquisition will exceed \$17,500, **and**

**WHEREAS**, the anticipated term of this contract is one (1) year, **and**

**WHEREAS**, Matthew Giacobbe, Esq. of the firm Cleary, Giacobbe, Alfieri, Jacobs, LLL., 169 Ramapo Valley Road, Upper Level 105, Oakland, New Jersey 07436 has submitted a proposal indicating they will provide labor counsel services at the rate of \$150 per hour in an amount not to exceed \$ 25,000.00, **and**

**WHEREAS**, Cleary, Giacobbe, Alfieri, Jacobs, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Cleary, Giacobbe, Alfieri, Jacobs, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Lakehurst in the previous one year, and that the contract will prohibit Cleary, Giacobbe, Alfieri, Jacobs, LLC from making any reportable contributions through the term of the contract, **and**

**WHEREAS**, this award is subject to full appropriation in the 2018 municipal budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Mayor Harry Robbins, or his designee enter into a contract with Matthew Giacobbe, Esq. of the firm Cleary, Giacobbe, Alfieri, Jacobs, LLC as described herein, **and**

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution, **and**

**BE IT FURTHER RESOLVED** that notice of award of this contract shall be published in the official newspaper of the Borough.

**I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, there exists a need for the appointment of an attorney to provide legal services for conflict real property tax appeals, **and**

**WHEREAS**, the funds are available for this purpose;

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

That Ian M. Goldman, Esq. of the firm IM Goldman Legal Group is appointed to provide legal services for conflict real property tax appeals for 2018 at a rate of \$160.00 per hour not to exceed \$15,000.00, subject to full appropriation in 2018 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services: under the provisions of the Local Public Contracts Law because the above named individual is highly experienced in his specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, there exists a need for the appointment of an attorney to provide legal services for alcoholic beverage control matters, **and**

**WHEREAS**, the funds are available for this purpose;

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised, and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

That Ian M. Goldman, Esq. of the firm IM Goldman Legal Group is appointed to provide legal services for alcoholic beverage control matters for 2018 at a rate of \$160.00 per hour not to exceed \$15,000.00, subject to full appropriation in 2018 Municipal Budget.

This contract is awarded without competitive bidding as "Professional Services: under the provisions of the Local Public Contracts Law because the above named individual is highly experienced in his specific area of expertise, and, in the opinion of the Mayor and Council of the Borough of Lakehurst, can best provide the appropriate services for the Borough of Lakehurst.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Mayor and Council are required to designate official newspapers for the Borough wherein legal notices may be published, **and**

**WHEREAS**, the Mayor and Council seek to provide the broadest, most convenient coverage.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council, Borough of Lakehurst, that the following named newspaper is designated as the official newspaper of the Borough for 2018:

ASBURY PARK PRESS

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, N.J.S.A. 40A: 5-14 mandates that the governing body of a municipal corporation shall by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the State and organized under the laws of the United States or this State,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the following be and are hereby designated as depositories for the Borough of Lakehurst for the year 2018:

TD BANK  
PNC BANK OF NEW JERSEY  
NEW JERSEY CASH MANAGEMENT FUND  
SANTANDER BANK  
OCEAN FIRST  
WELLS FARGO BANK  
BANK OF AMERICA  
MANASQUAN BANK  
MUNICIPAL INVESTORS SERVICE CORPORATION (MBIA-CLASS)

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Chief Financial Officer and the Tax Collector of the Borough of Lakehurst.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

\_\_\_\_\_  
**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, it is sometimes necessary for the Municipal Clerk and the Chief Financial Officer to affix the signature of the Mayor in his absence, on payroll vouchers, checks, and other routine items, **and**

**WHEREAS**, a stamped facsimile is acceptable,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Municipal Clerk and the Chief Financial Officer be authorized to use the signature stamp of Mayor Harry Robbins on routine items as noted above, as necessary.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, in compliance with N.J.S.A. 10:4-18, the Mayor and Council of the Borough of Lakehurst desire to schedule the follow regular meetings of the Governing Body:

|                         |                                     |
|-------------------------|-------------------------------------|
| January 1 and 18, 2018  | July 19, 2018                       |
| February 1 and 15, 2018 | August 16, 2018                     |
| March 1 and 15, 2018    | September 6 and 20, 2018            |
| April 5 and 19, 2018    | October 4 and 18, 2018              |
| May 3 and 17, 2018      | November 1, 2018                    |
| June 7 and 21, 2018     | December 6 and 20, 2018, <b>and</b> |

**WHEREAS**, work sessions are scheduled to begin at 7:30 p.m. prior to the regular meeting with the regular meeting to begin immediately following the work session in the Community Center, 207 Center Street, Lakehurst, New Jersey, **and**

**WHEREAS**, the Mayor and Council may determine the need exists for a closed/executive session for discussion of permitted matters during any of the scheduled meetings, **and**

**WHEREAS**, the Reorganization Meeting will be held at 12 noon on January 1 and meetings can be canceled due to lack of quorum, illness, weather conditions, lack of agenda items, or by direction of the Mayor with additional meetings being called as required, **and**

**WHEREAS**, if any member of the public wishes to discuss any matter with the Mayor and Borough Council, it would be advisable to give details to the Clerk's Office, in advance, so that the matter may be placed on the agenda and any necessary research done to allow for an appropriate response.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the above listed schedule of meetings of the Governing Body be approved.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the rate of interest on delinquent taxes shall be eight percent (8%) per annum; **and**

**BE IT FURTHER RESOLVED** that said rate shall be applied against each quarterly bill as it becomes payable; **and**

**BE IT FURTHER RESOLVED** that no interest shall be charged if payment on any installment is made within ten (10) days after any quarterly installment becomes payable; **and**

**BE IT FURTHER RESOLVED** that the rate so fixed shall be eight percent (8%) per annum of the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum of any amount in excess of \$1,500.00.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved at the meeting of January 1, 2018.**

\_\_\_\_\_  
**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the rate of interest on delinquent utility bills shall be eight percent (8%) per annum; **and**

**BE IT FURTHER RESOLVED** that said rate shall be applied against each quarterly bill as it becomes payable; **and**

**BE IT FURTHER RESOLVED** that no interest shall be charged if payment on any installment is made within thirty (30) days after any quarterly installment becomes payable; **and**

**BE IT FURTHER RESOLVED** that the rate so fixed shall be eight percent (8%) per annum of the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum of any amount in excess of \$1,500.00.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, there are certain payments to be made on a regular basis, **and**

**WHEREAS**, the timing of these required payments sometimes doesn't coincide with the approval of a bills resolution, **and**

**WHEREAS**, timely payments often save the Borough late fees, interest payments, and other surcharges,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that the Chief Financial Officer is hereby authorized to write checks as required, to be countersigned by the Mayor and Municipal Clerk to ensure prompt payment of necessary bills, including payroll checks, contractual obligations, postage, county taxes, utilities, and other mandatory expenses.

**BE IT FURTHER RESOLVED** that all such payments will appear on the next bills resolution presented to the governing body with the notation that the bill has already been paid.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION**  
**1-Jan-17**

WHEREAS, N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adoption of the 2017 budget) temporary appropriations should be made for the purpose and amounts required in manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty days of January 2017, and

WHEREAS, no more than 26.25% of the total appropriations in the total appropriations in the 2016 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2016 budget in the sum of \$966,755.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

|                                 |                    |                      |
|---------------------------------|--------------------|----------------------|
| Administrative and Executive    | Other Expenses     | \$ 1,000.00          |
| Mayor and Council               | Salaries and Wages | 10,000.00            |
| Mayor and Council               | Other Expenses     | 750.00               |
| Municipal Clerk                 | Salaries and Wages | 30,000.00            |
| Municipal Clerk                 | Other Expenses     | 10,000.00            |
| Financial Administration        | Salaries and Wages | 10,000.00            |
| Financial Administration        | Other Expenses     | 8,000.00             |
| Collection of Taxes             | Salaries and Wages | 20,000.00            |
| Collection of Taxes             | Other Expenses     | 5,000.00             |
| Assessment of Taxes             | Salaries and Wages | 4,000.00             |
| Assessment of Taxes             | Other Expenses     | 1,000.00             |
| Legal Services                  | Salaries and Wages | 8,000.00             |
| Legal Services                  | Other Expenses     | 8,000.00             |
| Engineering Services            | Other Expenses     | 5,000.00             |
| Land Use Board                  | Salaries and Wages | 2,000.00             |
| Land Use Board                  | Other Expenses     | 400.00               |
| Code Enforcement                | Salaries and Wages | 3,000.00             |
| Code Enforcement                | Other Expenses     | 250.00               |
| Construction Official           | Salaries and Wages | 1,000.00             |
| Liability Insurance             | Other Expenses     | 40,000.00            |
| Workers' Compensation Insurance | Other Expenses     | 46,000.00            |
| Group Insurance for Employees   | Other Expenses     | 170,000.00           |
| Police                          | Salaries and Wages | 200,000.00           |
| Police                          | Other Expenses     | 20,000.00            |
| Emergency Management            | Salaries and Wages | 2,000.00             |
| Emergency Management            | Other Expenses     | 550.00               |
| Uniform Fire Safety             | Salaries and Wages | 2,500.00             |
| Uniform Fire Safety             | Other Expenses     | 250.00               |
| Municipal Court                 | Salaries and Wages | 25,000.00            |
| Municipal Court                 | Other Expenses     | 4,000.00             |
| Public Defender                 | Salaries and Wages | 100.00               |
| Public Defender                 | Other Expenses     | 500.00               |
| Municipal Prosecutor            | Salaries and Wages | 5,000.00             |
| Fire                            | Other Expenses     | 20,000.00            |
| Streets and Roads               | Salaries and Wages | 20,000.00            |
| Streets and Roads               | Other Expenses     | 9,000.00             |
| Sanitation                      | Salaries and Wages | 25,000.00            |
| Sanitation                      | Other Expenses     | 5,000.00             |
| Recycling                       | Salaries and Wages | 2,000.00             |
| Recycling                       | Other Expenses     | 1,000.00             |
| Buildings and Grounds           | Salaries and Wages | 30,000.00            |
| Buildings and Grounds           | Other Expenses     | 15,000.00            |
| Vehicle Maintenance             | Other Expenses     | 25,000.00            |
| Animal Control                  | Other Expenses     | 2,500.00             |
| Youth and Recreation            | Salaries and Wages | 2,000.00             |
| Youth and Recreation            | Other Expenses     | 1,000.00             |
| Celebration of Public Events    | Other Expenses     | 2,000.00             |
| Landfill Disposal Costs         | Other Expenses     | 35,000.00            |
| Gasoline                        | Other Expenses     | 20,000.00            |
| Electricity                     | Other Expenses     | 20,000.00            |
| Telephone                       | Other Expenses     | 20,000.00            |
| Natural Gas                     | Other Expenses     | 20,000.00            |
| Street Lighting                 | Other Expenses     | 15,000.00            |
| Social Security                 | Other Expenses     | 30,000.00            |
| Unemployment Insurance          | Other Expenses     | 3,200.00             |
|                                 |                    | <u>\$ 966,000.00</u> |

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the governing body at the meeting of January 1, 2017.

\_\_\_\_\_  
Bernadette Dugan, RMC/CPM  
Borough Clerk

**RESOLUTION**

**1-Jan-17**

WHEREAS, N.J.S.A. 40A:4-10 provides that (where any contracts or payments are to be made prior to the final adoption of the 2017 budget) temporary appropriations should be made for the purpose and amounts required in manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty days of January 2017, and

WHEREAS, no more than 26.25% of the total appropriations in the total appropriations in the 2016 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2016 budget in the sum of \$249,417.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

|                                  |                    |    |                          |
|----------------------------------|--------------------|----|--------------------------|
| Water-Sewer Utility Operating    | Salaries and Wages | \$ | 70,000.00                |
| Water-Sewer Utility Operating    | Other Expenses     |    | 65,000.00                |
| Ocean County Utilities Authority | Other Expenses     |    | 95,000.00                |
| Social Security                  | Other Expenses     |    | 11,000.00                |
| Unemployment Insurance           | Other Expenses     |    | <u>1,000.00</u>          |
|                                  |                    | \$ | <u><b>242,000.00</b></u> |

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the governing body at the meeting of January 1, 2017.

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Bernadette Dugan, RMC/CPM  
Borough Clerk

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, from time to time, the Tax Assessor discovers an error in calculation, transposing, measurement, or typographical errors, in the tax assessment on the tax list after the time the County Board of Taxation has certified the tax rates for the tax year or a property becomes subject to a roll-back assessment; **and**

**WHEREAS**, the governing body of the Taxing District of Lakehurst is desirous that every taxpayer pays his fair share of taxes; **and**

**WHEREAS**, if the above-discovered errors are not corrected or a roll-back assessment not applied, the taxpayers affected would not be paying their fair share of taxes;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Taxing District of Lakehurst, that the Tax Assessor or Municipal Attorney is hereby authorized to act as the agent for the Taxing District during the year 2018 and file a Petition of Appeal or Complaint with the Ocean County Board of Taxation to correct such assessments to the proper value and that a copy of any Petition of Appeal or Complaint filed with the Ocean County Board of Taxation under this resolution be filed with the Municipal Clerk.

**BE IT FURTHER RESOLVED** that the Tax Assessor or Municipal Attorney is hereby authorized to execute stipulations of settlement on any complaint filed by the Taxing District or by a taxpayer in the tax year 2018; **and**

That a certified copy of this resolution be forwarded to the Ocean County Board of Taxation with any such Petition of Appeal.

**I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, N.J.S.A. 40A: 5-14 requires that every local unit adopt a Cash Management Plan, **and**

**WHEREAS**, the primary objectives of the plan are to preserve the safety of Public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following Cash Management Plan for the Borough of Lakehurst be adopted.

**BOROUGH OF LAKEHURST  
CASH MANAGEMENT PLAN**

**INTRODUCTION**

The New Jersey “Local Fiscal Affairs Law”, N.J.S.A. 40A: 5-14 requires that every local unit adopt a Cash Management Plan and shall deposit its funds pursuant to that plan. The primary objective of the plan are to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments.

**I. AUTHORITY**

a. Borough Council of the Borough of Lakehurst, County of Ocean.

b. Delegation of Authority – Authority to implement the investment program is granted to the Chief Financial Officer. The Chief Financial Officer shall act in accordance with the requirements of the Cash Management Plan, New Jersey Statutes and proper use of internal controls. No other persons may engage in investment transactions except for those subordinate officials of the Chief Financial Officer.

**II. STATEMENT OF POLICY**

It shall be the policy of the Borough of Lakehurst, County of Ocean to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields.

Safety of principal is the foremost objective of the Cash Management Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

The utilized investment instruments shall remain sufficiently liquid to meet all operating cash requirements that may be reasonably anticipated.

Investments shall be planned with the objective of attaining a market rate, while taking into account legal restriction, risk and liquidity. Return on investment is of secondary importance compared to safety.

### **III. DEFINITIONS**

“Arbitrage” refers to the rules and regulations governing the issuance of Bonds or Notes and the reinvestment of the proceeds at a higher yield. These regulations are promulgated by the Internal Revenue Service, regulation 1.103.

“Cash Management Fund” is the New Jersey Cash Management Fund. This Fund is one of a number of funds invested by the New Jersey Division of Investments of the Department of Treasury under the jurisdiction of the State Investment Council. The Fund is authorized to receive and invest local unit funds pursuant to N.J.S.A. 40A: 5-14.

“Certificate of Eligibility” is the certification issued by the New Jersey Department of Banking, Division of Banking that a public depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

“Compensating Balance Account” is a bank account at an eligible depository which pays no interest or interest lower than ½ of 1 percent of maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.

“Eligible Public Depositories” is a Banking or Savings and Loan Association with a current certificate of eligibility from the State Banking Department. The Borough of Lakehurst shall designate said depositories, by resolution of the governing body on January 1<sup>st</sup> of each year in accordance with N.J.S.A. 40A: 5-14.

“Eligible Securities” are those investment instruments authorized by N.J.S.A.40A: 5-15.1.

“Interest Bearing Account” is an account or time deposit in an eligible public depository, earning interest, or any deposit in the State of New Jersey Cash Management Fund.

### **IV. STANDARDS OF CARE**

1. The standard of prudence to be used by those delegated to effect investment transactions on behalf of the Borough of Lakehurst shall be the “prudent person” standard. Investments shall be made with judgment and care, under circumstances the

prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.

2. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Borough of Lakehurst.

3. The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of the Borough of Lakehurst are protected from loss, theft or misuse.

## **V. PROCEDURES FOR RECEIPT OF MONIES**

### 1. Department Procedures

A. Department Directors will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.

B. All monies collected or received from any source by or on behalf of the Borough, Department, or any Board thereof, shall be forwarded to the Division of Accounts and Control within forty-eight (48) hours of receipt.

C. The Division of Accounts and Control will prepare collected revenues for deposit to the designated legal depository.

D. All monies received shall be placed in a secure place until forwarded for deposit.

E. The Department/Division Director shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year-to-date amounts received.

F. No department, division, or agencies shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in this prohibition.

### 2. Chief Financial Officer

A. All monies collected or received from any source by or on behalf of the Borough shall be deposited within forty-eight (48) hours of receipt of designated banks.

B. Ensure that all monies deposited are in an interest bearing account(s).

C. Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Borough shall be executed and reviewed annually.

D. The Chief Financial Officer shall make recommendations of legal public depositories to the Lakehurst Borough Council who shall by resolution designate said depositories at the annual reorganization meeting of the Council. The list of authorized depositories may be amended at any time during the year.

E. Maturity of Investments – Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the State Statute or promulgated regulations.

F. Investment Securities – The Chief Financial Officer has the responsibility to determine which investments instruments are best suited for the Borough. However, The Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 and Tier 2 Capital Ratio.

Presently, a local unit may permit investments in such institutions as permitted in Section 4 of P.L. 1970, Chapter 236 (6.17:19-44) and other instruments specified as follows:

Mutual Funds backed by the United States Government Obligations

United States Treasury Bills (T-Bills)

Municipal Bonds or Notes

Commercial Bank Deposits and Certificates of Deposit

Repurchase Agreements

Investment in Savings and Loan Associations

United States Government Agency and Instrumentality Obligations

State of New Jersey Cash Management Fund

School District Obligations

All designated depositories must conform to all applicable State statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. and /or F.S.L.I.C. coverage for all municipal assets.

## **VI. FUNDS EXCLUDED FROM INVESTING**

The following types of funds are not required to be placed in interest bearing account:

1. Petty cash funds
2. Cash drawn from a Federal Agency under a letter of credit which has to be paid out within 5 working days to a vendor.
3. Deposit, retainage, or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest in funds.
4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of bond counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not federally tax exempt) issued pursuant to Federal regulations to the extent that sum interest is allowable, it shall be deposited at such a rate if such rate is obtainable.

## **VII. BOROUGH AUDITOR**

1. The Borough investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Borough Auditor as part of the annual audit, as required by the N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State statute the applicable statute shall govern.

## **VIII. SURETY BONDS**

1. The Chief Financial Officer shall be covered by a surety bond. During the annual audit the municipal Auditor shall examine said bond to determine that proper coverage is in effect.
2. Staff members of the Division of Accounts and Control shall be covered by a Public Employee Faithful Performance Bond (Blanket Bond) in the minimum of \$10,000.00.

## **IX. REPORTING**

1. The Chief Financial Officer in accordance with N.J.S.A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Borough Council. The summary report will be prepared in the manner which will allow the Borough

Council and the administration to ascertain whether investment activities during the reporting period have conformed to the Cash Management Plan. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fee incurred, and market value of all investments as of the report date. Such written report shall be included in the minutes of a regular Borough Council meeting.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following appointments to the Lakehurst Planning/Land Use Board are hereby approved:

Andrew Hodges, Class IV Member, for a term expiring 12/31/18

Kyle Batcho, Alternate Member, 28 B Union Avenue, for a term expiring 12/31/19

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Councilman Steven Oglesby be appointed as the Class III member of the Lakehurst Planning/Land Use Board.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Bernadette Dugan be appointed as Community Development Block Grant representative for 2018.

**BE IT FURTHER RESOLVED** that Maryanne Capasso be appointed as the alternate Community Development Block Grant representative for 2018.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, R. S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; **and**

**WHEREAS**, R. S. 54:4-67 has been amended to permit the fixing of said rate of 18% per annum on any amount in excess of \$1,500.00 of the delinquency and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31<sup>st</sup>, an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2018, there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date, as set forth in paragraph one of this resolution.
4. A certified copy of this resolution shall be provided by the Municipal Clerk to the Tax Collector, the Municipal Attorney, and the Municipal Auditor.

**I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Borough of Lakehurst is desirous of appointing a Borough photographer; **and**

**WHEREAS**, Sidney Hooper has shared his interest in photography by providing various examples of his work for use by the Borough.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, in the County of Ocean, State of New Jersey that Sidney Hooper is hereby appointed as official Borough photographer.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the need exists for the appointment of members of the Local Emergency Planning Committee.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the following members of the Local Emergency Planning Committee are hereby appointed:

Governing Body Liaison Steven Oglesby

Emergency Management Coordinator Danny Hourigan

Deputy Emergency Management Coordinator David Sumner

Deputy Emergency Management Coordinator Bernadette Dugan

Police Chief Eric Higgins or his designee

Lakehurst Fire Chief Edward Seaman or his designee

First Aid Squad Captain Tim Sinkewitz or his designee

VFW Post 10061 Member Alfred Sloan

Public Works Supervisor David Winton or his designee

**I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the need exists for the establishment of a petty cash fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, that a petty cash fund in the amount of \$300.00 is hereby established.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

---

**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Governing Body of the Borough of Lakehurst authorizes electronic transfers of funds, in accordance with N.J.S.A. 40A:5-16(c) and N.J.A.C. 5:30-9A, **and**

**WHEREAS**, the electronic transfer of funds shall be to the following vendors:

1. The State of New Jersey Division of Pensions to cover the IROC monthly, quarterly and yearly payments
2. The Automatic Data Processing of the Township payroll; to include all State and Federal payroll taxes.
3. USDA Rural Development Debt payments
4. Depository Trust Bond Payments

**WHEREAS**, the Governing Body of the Borough of Lakehurst authorizes Chief Financial Officer William Antonides to conduct such transfers.

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes the electronic transfers to the above specified vendors.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Borough of Lakehurst has opened a procurement card at Staples,  
and

**WHEREAS**, this procurement card will be used by the Borough of Lakehurst,  
and

**WHEREAS**, the Borough's Finance Officer or Designee, upon receiving a signed requisition form the department head will encumber the estimated total cost of the requisition, not to exceed \$750.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee,  
and

**WHEREAS**, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted and the procurement card will be signed back to the Finance Office, and

**WHEREAS**, any purchase over \$750.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

**WHEREAS**, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Staples procurement card are:

|                  |                 |
|------------------|-----------------|
| Bernadette Dugan | Pamela Heinzman |
| David Winton     | Amy Lowe        |
| Eric Higgins     | Matthew Kline   |
| Renee James      | Iain James      |
| Katie Lange      | Bryan LeVance   |
| Maryanne Capasso |                 |

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Staples procurement card for the year 2018 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Borough of Lakehurst has opened a procurement card at Home Depot, and

**WHEREAS**, this procurement card will be used by the Borough of Lakehurst, and

**WHEREAS**, the Borough's Finance Officer or Designee, upon receiving a signed requisition form from the department head will encumber the estimated total cost of the requisition, not to exceed \$1,500.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee, and

**WHEREAS**, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted and the procurement card will be signed back to the Finance Office, and

**WHEREAS**, any purchase over \$1,500.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

**WHEREAS**, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Home Depot procurement card are:

David Winton  
Bryan LeVance  
Eric Higgins  
Edward Hawley

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Home Depot procurement card for the year 2018 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2018.**

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Bernadette Dugan, RMC/CPM  
Municipal Clerk

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Borough of Lakehurst has opened a procurement card at Lowes,  
and

**WHEREAS**, this procurement card will be used by the Borough of Lakehurst,  
and

**WHEREAS**, the Borough's Finance Officer or Designee, upon receiving a signed requisition form the department head will encumber the estimated total cost of the requisition, not to exceed \$1,500.00 per visit. Upon receiving the designated employee's signature, the procurement card will be issued for use by the Finance Officer or Designee,  
and

**WHEREAS**, the receipt of goods will be returned to the Finance Officer or Designee to be compared to the requisition, the encumbrance will be adjusted and the procurement card will be signed back to the Finance Office, and

**WHEREAS**, any purchase over \$1,500.00 but under the quote threshold will need to be approved by the Department head and the individual(s) authorized by the governing body to do purchases, and

**WHEREAS**, the individual employee's authorized by the Governing body of the Borough of Lakehurst to use the Lowes procurement card are:

David Winton  
Bryan LeVance  
Eric Higgins  
Edward Hawley

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey has approved the use of the Lowes procurement card for the year 2018 with the above stipulations and in accordance with N.J.A.C.5:30-9A and N.J.S.A. 40A5:5-16.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2018.**

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Bernadette Dugan, RMC/CPM  
Municipal Clerk

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day to day workings of the municipality and recognizes the need to establish an in house vendor account, and

**WHEREAS**, the in house vendor account will be established with an amount not to exceed the following:

Lakehurst Hardware and Lawnmower not to exceed \$750.00 per month

**WHEREAS**, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

**WHEREAS**, the following departments; Public Works, Police Department, and Administration upon showing proper Borough identification and upon signing for the individual purchase will be permitted to acquire items need to conduct Borough projects, and

**WHEREAS**, any individual using the in house account will be required to return any and all receipts to the finance office, and

**WHEREAS**, the received receipts will be matched to the vendors request for payment, and

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in house account at Lakehurst Hardware

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day to day workings of the municipality and recognizes the need to establish an in house vendor account, and

**WHEREAS**, the in house vendor account will be established with an amount not to exceed the following:

Sandy's Cozy Corner not to exceed \$150.00 per month

**WHEREAS**, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

**WHEREAS**, the Public Works department, upon showing proper Borough identification and upon signing for the individual purchase will be permitted to acquire items need to conduct Borough projects, and

**WHEREAS**, any individual using the in house account will be required to return any and all receipts to the finance office, and

**WHEREAS**, the received receipts will be matched to the vendors request for payment, and

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in house account at Sandy's Cozy Corner

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day to day workings of the municipality and recognizes the need to establish an in house vendor account, and

**WHEREAS**, the in house vendor account will be established with an amount not to exceed the following:

Italy's Best not to exceed \$300.00 per month

**WHEREAS**, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

**WHEREAS**, the Public Works department, upon showing proper Borough identification and upon signing for the individual purchase will be permitted to acquire items need to conduct Borough projects, and

**WHEREAS**, any individual using the in house account will be required to return any and all receipts to the finance office, and

**WHEREAS**, the received receipts will be matched to the vendors request for payment, and

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in house account at Italy's Best.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Governing Body of the Borough of Lakehurst wishes not to disrupt the day to day workings of the municipality and recognizes the need to establish an in house vendor account, and

**WHEREAS**, the in house vendor account will be established with an amount not to exceed the following:

|                          |                       |
|--------------------------|-----------------------|
| Phillips 76 Fuel Station | \$ 2,000.00 per month |
|--------------------------|-----------------------|

**WHEREAS**, the aggregate of each same item purchased will not exceed the 15 percent bid threshold under 40A:11-6.1, and

**WHEREAS**, the following departments; Public Works, Fire Department, and First Aid Squad upon showing proper Borough identification and upon signing for the individual purchase will be permitted to acquire fuel needed to conduct Borough business, and

**WHEREAS**, any individual using the in house account will be required to return any and all receipts to the finance office, and

**WHEREAS**, the received receipts will be matched to the vendors request for payment, and

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Lakehurst, County of Ocean, State of New Jersey hereby authorizes an in house account at Phillips 76 gas station.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do here by certify that the foregoing Resolution to be a true copy of a Resolution adopted by the Borough Council of the Borough of Lakehurst on the 1st day of January, 2018.**

\_\_\_\_\_  
**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, Ordinance #02-02 states that the term of the Fire Official shall be for one year; **and**

**WHEREAS**, the Mayor and Council are desirous of appointing Michael Martin as Fire Official for 2017.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that Michael Martin is hereby appointed as the Fire Official for the Borough of Lakehurst for 2018.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 1, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**

**RESOLUTION  
JANUARY 1, 2018**

**WHEREAS**, the Shared Services and Consolidation Act, N.J.S.A.40A:65-1 et seq. authorizes the Borough of Lakehurst to enter into a contract for the provision of certain governmental services with the County of Ocean; **and**

**WHEREAS**, N.J.S.A. 40:8 requires such a contract to be authorized by resolution or ordinance; **and**

**WHEREAS**, it is the desire of the governing body to authorize the execution of a contract with the County of Ocean for the provision of services, materials, and equipment as set forth in Schedule "C" attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

1. That the Mayor and the Municipal Clerk of the Borough of Lakehurst are hereby authorized to execute a Schedule "C" agreement with the County of Ocean in accordance with the provisions of the law to include \$2,000.00 for the engineering department and \$85,000.00 for the Road Department for a sum not to exceed \$87,000.00. A copy of the said agreement is attached hereto and made part hereof as Schedule "C".
2. This Agreement is for the period January 1, 2018 to December 31, 2018.
3. That a copy of this Agreement referenced herein shall be kept on file and made available for public inspection in the Municipal Clerk's office during normal business hours.

**I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of January 19, 2018.**

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**Bernadette Dugan, RMC/CPM  
Municipal Clerk**